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Attorney General



TIME System Newsletter

A Message From Our Director

We continue to find ourselves in very unusual times for our state and our country. I would like to thank each and every one of you for what you do to protect the citizens of Wisconsin every day but especially now during these very demanding times. Most of the CIB staff are continuing to work remotely but we remain available to assist in any way that we can. If there is anything CIB can do to help, please feel free to contact us and stay safe.

Although a very difficult decision, the 2020 CIB Conference has been cancelled due to safety concerns for attendees, staff, and presenters. In coordination with the facility we will be returning to Green Bay the week of September 13th – 17th for the 2021 CIB Conference.

As mentioned on page 3 of this newsletter, a project is underway to replace the current eTIME advanced authentication solution with a new process that offers additional security in compliance with the CJIS Security Policy. We will begin gradually starting with DOJ users and then reaching out for an agency to pilot the new solution. Implementation will allow for a gradual transition, user by user, to enroll in the new advanced authentication. Stay tuned and we will keep you updated on this effort.

Wisconsin continues to make progress in our "Fix NICS" initiative to ensure all eligible warrants are entered in NCIC. As of June 4th, 2020, 91.8% of the Wisconsin felony warrants and 61.9% of the Wisconsin misdemeanor warrants are in NCIC. I again thank you for your assistance. We would not have been able to get to this point without your help. As discussed on page 7 of this newsletter, our focus has switched to misdemeanor warrants with some agencies already requesting lists of their misdemeanor warrants in CIB only. If your agency would like a report of your misdemeanor warrants to assist you with this effort, please send an email to CIBTrain@doj.state.wi.us.

On the national side, the FBI CJIS Division is also primarily working remotely but they continue to discuss and hold virtual meetings to discuss the rewrite of NCIC known as NCIC 3rd Generation (N3G). Wisconsin was the first in the nation to share hotfile data with NCIC in extensible markup language (XML) and we have begun a project to transition to the new N3G format.

Please feel free to contact me or any of the CIB staff to discuss your thoughts on how we can continue to improve. Stay safe...

WALT NEVERMAN

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Let's Do This: Working Remotely



As many of us have had to adjust to a new work reality over the past several months due to the COVID-19 pandemic, there have been many questions about how to allow remote work access when dealing with criminal justice information. The CJIS Security Policy does provide us some guidance on system and personnel security needs when working outside of your secure area such as your home.

Criminal justice personnel should be aware of their new environment including who has access to view or use their devices that access CJIS data (e.g. computers, tablets, smartphones, etc.). Only those who have met the proper background and training requirements should be allowed to view and/or use devices containing or accessing CJIS data. In other words, you should have a location where you can prevent other family members, friends, etc. from seeing your work or accessing your device or computer. This may include locking the door to prevent others from viewing or having access to restricted information. Remember that those with access to CJIS data need to have completed a fingerprint-based background check, completed a minimum of Security Awareness Training, and be on your agency's list of authorized users.

If CJIS data is transmitted or stored outside of an agency's physically secured area that data will need to be encrypted to a certified FIPS 140-2 level. This means that the data transmission sent to you would need to be encrypted and if you store CJIS data on your device that would also need to be encrypted to the same level. This will help ensure CJIS data is not accessed by unauthorized persons.

If an agency authorized the use of personal equipment (e.g. home computers, etc.), the agency will need to take steps to protect the CJIS data. This includes the use of firewalls, maintaining security such as anti-virus, adware, spyware, etc. The agency should be able to secure the data on the personal device if the device was lost, stolen, or compromised. This may include the use of Mobile Device Management or similar programs. Home networks or hotspot can only be used if a password is necessary to connect.

For those working outside of the agency's physically secured area, a form of Advanced Authentication must be utilized in addition to the normal username/password combination. Some forms of Advanced Authentication include access codes sent to a different device (e.g. code sent to your cell phone), proximity cards/USB's, "bingo card" codes, etc. A second username/password combination would not be sufficient.

Use of public computers, networks, printers, etc. are not secure and are still prohibited. Public systems (libraries, hotel business centers, etc.) should not be utilized by employees working remotely.

As always, personnel should be aware of their Security Incident Response policy. Any security incidents (data breaches, system compromise, device losses, etc.) must be reported to CIB at cibtsc@doj.state.wi.us or 608-266-7633 as soon as possible. More information on COVID-19 guidance can be found on the CIB page of Wilenet at <https://wilenet.org/html/cib/news-fbi/index.htm>.

CIB Projects

The TIME & Technical Unit of CIB has several projects on the horizon! The Portal 100 Service Pack is tentatively set to deploy on Wednesday July 8, 2020. Included in the service pack deployment will be some new transactions:

- **Traffic Management Center Submission Form:** this new transaction (#0774) will allow users to submit traffic interruption information to the Traffic Management Center of the State Patrol. The form prompts users for relevant information depending on the type of incident being submitted.
- **Query Vehicle Identification Number Check:** a new transaction (#0405) has been created to query the Vehicle Identification Number (VIN) of a vehicle to receive the vehicle specifications. This will help to verify the accuracy of the VIN during entry of vehicles.
- **Query Statute Number to Obtain NCIC Code:** this new transaction (#0181) will allow users to search state statutes from any state to determine the NCIC offense code that corresponds to the statute. This will be useful when entering warrants and submitting fingerprint records for arrests.
- **Hazardous Materials Query:** this new transaction will allow users to query by hazardous material name (#0404). The new transaction can be found on Portal 100 form 1118. Previously, this form only queried hazardous materials by their UN number.
- **Query DNR vehicles:** transaction #0486 has been updated to allow users to query new DNR vehicle types Off-Highway Motorcycles (OHM) and Utility Terrain Vehicles (UTV), in addition to the existing All-Terrain Vehicles (ATV) and Snowmobiles.

Another project currently in the works at CIB is the Advanced Authentication update project for eTIME. This project will upgrade eTIME's current risk-based authentication challenge question to a token. The token can be obtained via an email, text message, or through the FortiToken app. This project is tentatively set to deploy in Fall 2020.

CIB will be transitioning away from our TRAIN Learning Management System (LMS) to Acadis. This is a long-term project that will take several months to complete. The TIME System training staff will be working with Training and Standards and the Bureau of Computing Services at DOJ to migrate data to Acadis.



Reading Records: Protection Orders

Once you confirm that the subject of the protection order/injunction matches your query, then you can focus on the protection order/injunction record: what are the dates of the protection order? What are the restrictions? Who is protected from the respondent?

A protection order/injunction record provides valuable information to an officer or dispatcher regarding the respondent. Not only does it provide the identifying information to confirm the respondent matches the subject queried, it provides information on the conditions of the protection order. This could include, but is not limited to firearms restrictions, prohibitions on contacting the petitioner, or visiting places where the petitioner lives or works. The NCIC protection order/injunction records are important to understand in the event the record being reviewed was not issued in Wisconsin.

The CIB and NCIC responses for a protection order record vary in their display, as you can see in the following examples on the next page. The CIB protection order record clearly displays the type of order—temporary versus injunction AND harassment, domestic abuse, child abuse, etc.—in the title of the record. For NCIC records, the type of protection order record is identified by the MKE, or Message Key. In the case of a protection order record, the Message Key will be either “Protection Order” (for an injunction) or “Temporary Protection Order” (for a Temporary Restraining Order). The type of protection order is **shown in red on both records** located on the next page.

The beginning and end dates of the protection order are displayed at the top of the CIB record in the “Court” information section of the record whereas NCIC displays the issue, “ISD”, and expiration dates, “EXP”, of the protection order record in the middle of the record under the respondent’s identifying data (**blue on both records**). Remember, NCIC displays all dates in the YYYYMMDD format.

The conditions of the protection order can be listed using the standardized Protection Order Condition (PCO) codes (**green on both records**), or specific terms can be written out in the Miscellaneous Remarks field of the record (**gold on both records**). The PCO codes found in the CIB response are the same standardized codes used in NCIC. NCIC displays the PCO codes in the middle of the record, below the petitioner information and CIB displays the codes at the top of the record.

Since protection order records are unique in that the respondent is prohibited from contact with the petitioner, there is the additional petitioner field in the record to identify who the respondent is prohibited from contacting. The petitioner information is listed in the record (**purple on both records**) and easily identifiable—either by the “Petitioner” heading in the CIB record, or the “PPN” field abbreviation for the NCIC record.



CIB Record:

*** PROTECTION ORDER/INJUNCTION - 813.12 DOMESTIC ABUSE INJUNCTION ***

INJUNCTIONS UNDER THIS STATUTE PROHIBIT POSSESSION OF A FIREARM

** 07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A FIREARM OR OTHER WEAPONS AS IDENTIFIED IN THE MISCELLANEOUS FIELD.

SERVICE SERVED

COURT

COURT CASE #/20CV404T COURT ORI #/WI013013J

BEGINNING DATE/06102020 ENDING DATE/06092024

RESPONDENT

NAME/SOUTHERN ISLES, HANS OFTHE

SEX/MALE RACE/WHITE DATE OF BIRTH/06061979 PLACE OF BIRTH/MICHIGAN

HEIGHT/602 WEIGHT/180 EYE COLOR/BROWN HAIR COLOR/RED OR AUBURN

SKINTONE/FAIR SCARMARK/TATTOO LEFT FOREARM

DETAIL

ORI/WI013225Y ORI IS CRIME INFORMATION BUREAU

SYSTEM IDENT #/30140110 NCIC #/H400968031

AGENCY CASE #/TEST123

ENTERED BY/FRESHEK181 DATE/06112020 TIME/1037

PETITIONER

NAME/OF ARENDELLE, ANNA P

SEX/FEMALE RACE/WHITE DATE OF BIRTH/10201985

ADDRESS/1 ROYAL PALACE CITY/ARENDELLE STATE/WISCONSIN

REMARKS

TEST RECORD--RESPONDENT SHALL NOT BE WITHIN 500 FEET OF 1 ROYAL PALACE, ARENDELLE, WI; SUBJECT SHALL NOT HAVE CONTACT WITH PETITIONER OR FAMILY EXCEPT THROUGH ATTORNEYS

*****VERIFY STATUS IMMEDIATELY WITH ORI*****

NCIC Record:

THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR POSSESSING A FIREARM UNDER FEDERAL LAW (TITLE 18, U.S.C., SECTION 922)

MKE/PROTECTION ORDER

ORI/WI013225Y NAM/SOUTHERN ISLES,HANS OFTHE SEX/M RAC/W POB/MI

DOB/19790606 HGT/602 WGT/180 EYE/BR0 HAI/RED

SKN/FAR SMT/TAT LF ARM

BRD/Y ISD/20200610 EXP/20240609 CTI/WI013013J

PPN/OF ARENDELLE,ANNA P PSX/F PPR/W PPB/19851020

PCO/07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A FIREARM

PCO/OR OTHER WEAPONS AS IDENTIFIED IN THE MISCELLANEOUS FIELD.

OCA/TEST123

NOA/N

MIS/TEST RECORD--RESPONDENT SHALL NOT BE WITHIN 500 FEET OF 1 ROYAL PALACE, MIS/ARENDELLE, WI; SUBJECT SHALL NOT HAVE CONTACT WITH PETITIONER OR FAMILY MIS/EXCEPT THROUGH ATTORNEYS

DNA/N

ORI IS DEPT OF JUST CRIME INFORMATION BUREAU 608 266-7314

NIC/H400968031 DTE/20200611 1137 EDT DLU/20200611 1137 EDT

Petitioner Data in Protection Orders

CIB training and training staff always encourage and promote the use of maximum data in person files. The more information you add to a record, the greater the chance of apprehending your wanted person, or locating your missing person, etc. Protection order records have two different people listed in the record. While it is important to enter maximum data for the respondent, it is also important to add as much information on the petitioner as possible.

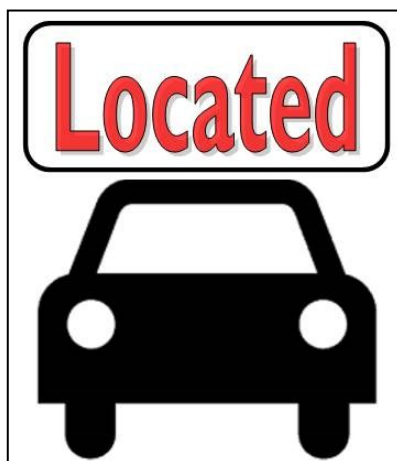
There are fewer fields for entering petitioner data in a protection order record. The only fields available for petitioner's are the name fields, sex, race, date of birth, social security number, and address. The minimum information that can be entered for a petitioner is the petitioner's name but you should enter as much information as you have available. If only the name is entered, the petitioner information will display on the CIB record. NCIC requires the inclusion of the name and one numerical identifier (date of birth or social security number). If you only include the name, the petitioner information will not appear on the NCIC record.

It is possible to query the protection order record by petitioner information, but remember the CIB and NCIC search techniques. If some of the information is missing, the query might not return the record. If you only put the petitioner's name in the record and query it by the petitioner data, the CIB response will not return. This is because CIB uses a soundex search on last name, match on sex, and match on date of birth plus or minus one year. If the sex is not entered, the record isn't returned because there is nothing for the sex to match. For NCIC records, if the petitioner's date of birth or social security number is not included, any search you do for a protection order record using the petitioner's name and date of birth will not return your record.

Vehicle Purge Requirements

Stolen and Felony vehicles have set retention periods. A stolen vehicle remains in the TIME System for four years plus the year of entry (if a VIN or owner-applied number are included in the record), while a felony vehicle, or a stolen vehicle with only license plate data, remains in the system for 90 days. These retention periods only change when a Locate is placed on the record.

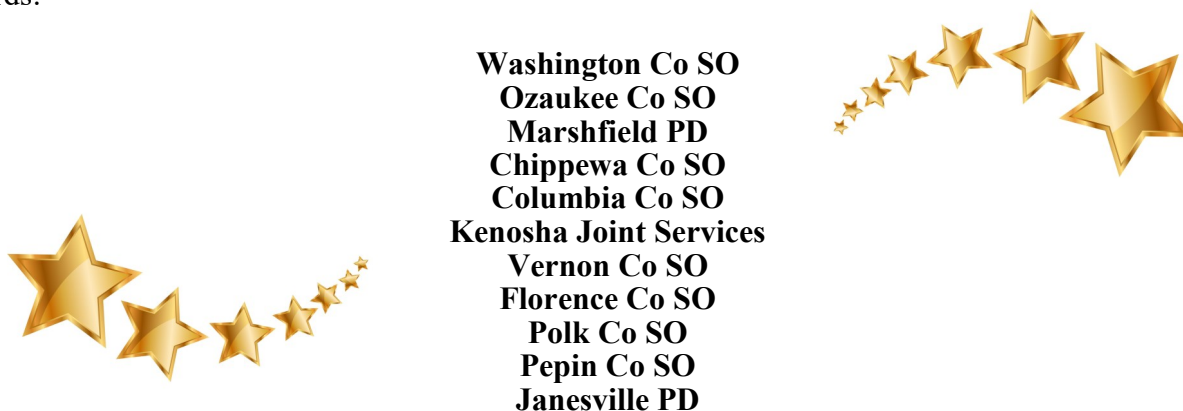
A Locate is placed on a vehicle record that has been recovered by any agency other than the entering agency. A Located vehicle record will purge from the TIME System ten (10) days after placement of the locate, according to NCIC.



CIB Only Misdemeanor Warrants: Update

CIB has been promoting the entry of felony records into NCIC since July 2018. Earlier this year we started our campaign for eligible non-felony state law warrants to be entered into NCIC. At the time, in our February newsletter, 34,385 non-felony state law warrants were in the CIB Only Hotfiles. As of June 8, 2020, the number of non-felony state law warrants entered into CIB Only has decreased to 27,218 warrants! Agencies are doing a fabulous job of canceling warrants and reentering them into NCIC.

A special thank you to the gold-star agencies listed below that have already reached out for a list of their records:



Remember, NCIC accepts only one warrant into NCIC and it should be the warrant with the highest extradition limitation. If you have multiple warrants for a subject in CIB Only and none in NCIC, cancel and reenter one record into NCIC. If you cancel the warrant in NCIC, and have another warrant in CIB Only, you should cancel and reenter the warrant from the CIB Only Hotfiles into NCIC.

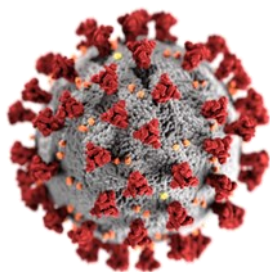
This process can also be done during the monthly validation process. If your agency needs a list of the misdemeanor warrants in CIB Only Hotfiles, please contact CIBTrain@doj.state.wi.us.

Test Transactions

Did you know that CIB maintains a list of test transactions? **You should never run yourself or people you know for training or testing purposes.** The unknown nature of the responses makes it hard to determine if the system is functioning correctly and you don't know what type of responses you will receive for training purposes.

CIB maintains a list of test transactions on the public side of Wilenet. The list includes the information to query as well as the types of responses you will receive. Test information is included for person and property records with a variety of responses.

Each state also maintains test transactions for their state. Many times, test transaction can be found in the Help Files for specific file types that each state updates yearly. If you need assistance obtaining another state's Help File, please contact CIBTrain@doj.state.wi.us for assistance.



IN-PERSON TIME SYSTEM **CLASSES DURING** **COVID-19**



As the worldwide COVID-19 pandemic has impacted each of our personal lives, we've come to realize there are also some impacts to our professional opportunities. One of these is the availability of the TIME System classroom sessions throughout the state. In order to protect the health and safety of learners, instructors, and host agency staff, CIB classroom sessions through September, 2020 have been cancelled. The WI DOJ and CIB continually reevaluate the information available to determine when the classroom sessions can safely resume. Current classrooms sessions are reevaluated each month to determine if they can be safely held. If there is a decision to cancel a currently schedule classroom session, we will contact the TIME Agency Coordinator (TAC) for any registered user.

In the meantime, there are other learning opportunities available to criminal justice agencies. TAC and agency TRAIN Administrators can sign their staff up for online modules for the Basic and Advanced Certifications. Although this does not provide a classroom setting, the online modules will provide the necessary knowledge for TIME System certification. Learners seeking Basic certification will need Modules 1 – 8, while learners seeking Advanced certification will need to complete Basic certification along with the three entry modules (Enter Person, Enter Vehicles, Enter Other Property) and the Advanced Project.

Learners for Validation class or TAC class are asked to sign up for the next classroom session that is available for them. If these learners need assistance prior to being able to attend a class, please contact us at cibtrain@doj.state.wi.us. Our training team is available to answer any questions as you start in these new roles.

Missing Person – Juvenile

There has been a bit of confusion on the entering of missing persons – juvenile due in part to some inaccurate information in the TIME System manual. CIB is currently working to update this document. The definition for a juvenile in the state of Wisconsin is a person under 18 years of age, see Wisconsin Chapter 938.03(10m) <https://docs.legis.wisconsin.gov/statutes/statutes/938/1/02/10m>. Therefore, based on this statutory definition, you would not be able to enter anyone aged 18 years or over as a missing person - juvenile in the TIME System. If a missing person between the ages of 18-21 does not fall into one of the other four categories you should use "Other". NCIC policy allows missing persons over the age of 18, but under 21, to be entered immediately after the initial report, bypassing the signed documentation normally required for adult missing persons.

Additional details can be found in the Advanced handout on WILEnet.



eReferral, PROTECT, & Criminal Justice Information (CJIS data)



Recently, staff from CIB and DAIT had a joint meeting to discuss the eReferral and PROTECT programs as they relate to criminal justice information (CJIS data). During this discussion we all gained a greater understanding of how these programs work and whether they are compliant with CJIS Security Policy requirements for storage and transmission of CJIS data.

Although there are some aspects of the eReferral and PROTECT applications that are compliant with CJIS Security Policy requirements, DAIT is still working on various security measures needed to transmit and store CJIS data within them, in accordance with the CJIS Security Policy.

Therefore, the eReferral and PROTECT applications should not be used for the transmission or storage of criminal justice information (i.e. criminal history reports/rap sheets, FBI numbers, etc.) or driver's license photographs.

These programs can continue to be used for transmitting and storing non-CJIS data. Some of this information includes: incident date, time, location; defendant demographic, identifier, alias, contact information; victim and/or witness demographic, identifier, alias, contact information; referred charges, enhancers, modifiers; arrest date, agency, arrest tracking number (ATN) and any notes or incident reports as long as this information would not also be considered CJIS data.

Feel free to contact DAIT with questions on the proper use for these programs. They can be reached at helpdesk@da.wi.gov or 1-877-815-4357. For questions related to CJIS data or the TIME System, you can contact CIB staff at cibtrain@doj.state.wi.us.

CJIS Security Policy NEW VERSION!!

The FBI Criminal Justice Information Services (CJIS) just released the new version of the CJIS Security Policy. The new version, v5.9, is available on the FBI's website <https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center>. The site always has the most current version of the policy.



CIB Contacts

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TIME Billing			608-267-1338	timebilling@doj.state.wi.us
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WIJIS Justice Gateway	Zach Polachek	608-264-9470	608-266-6924	wijis@doj.state.wi.us
TSCC		608-266-7633	608-266-6924	
WILENET		608-266-8800		wilenet@doj.state.wi.us

Check the WILENET website for additional data at www.wilenet.org